

CONTRACT TERM: December 1, 2001 through November 30, 2002.

SPECIFICATIONS

SCOPE: These specifications cover the production of case-bound volumes requiring such operations as library binding and rebinding of various periodical publications and loose-leaf material.

NOTE: Printing specifications will utilize dual dimensions. The product measurements will be stated with metric dimensions first, then followed in parenthesis by the inch/pound equivalent(s). At a future date, metric measurements will be used exclusively in all specifications.

TITLE: Various Case-bound Publications.

FREQUENCY OF ORDERS: Approximately 4 to 6 orders per year, average 4.

QUANTITY: Approximately 25 to 200 books per order, average 40

NUMBER OF PAGES: Generally does not exceed 64 mm (2-1/2") thick.

SIZE: 203 to 406 mm (8 to 16 inches) in height with width in proportion.

GOVERNMENT TO FURNISH: Individual binding instructions, and the periodicals which are to be bound.

One reproduction proof, Form 905 (R. 3/90) with labeling and marking specifications.

CONTRACTOR TO FURNISH: All materials and operations, other than those listed under "Government to Furnish," necessary to produce the product(s) in accordance with these specifications, including suitable containers for picking up material to be bound. After award, the contractor must furnish samples of binding materials to National Climatic Data Center showing the colors available to be ordered on this contract.

CASEBINDING OF REPORTS AND LOOSE-LEAF MATERIAL: Furnished material must be case-bound into volumes in accordance with the following requirements:

Preparing Periodicals for Sewing:

1. Materials that are side-wire stitched or perfect (adhesive) bound will require removing wire stitches when applicable and removing the back-fold or adhesive by sanding or trimming off the bind edge. Note: Trim off of back-fold must not exceed 1/16".
2. Materials that are saddle-wire stitched will require removing wire stitches and the back-fold slit open (do not trim off back-fold).

Note: Occasionally material to be bound may require hand sewing through the back-fold in lieu of removing the back-fold and over-sewing. When such sewing is used all back-folds must be reinforced with strips of bond paper.

3. Pages shall be carefully checked and examined to detect any damage or peculiarities of paper or construction that may necessitate special handling or make rebinding inadvisable.
4. All inserts (fold-ins, single leaves, etc.) with insufficient binding margins shall be set out on the bind edge with a strip of bond paper.

5. Pages to be bound in a volume are to be divided into uniform sections and over-sewn together in a volume. Each section not to exceed .055" thick except sections containing pulpy paper which may be in sections not exceeding .065" thick.

Materials originally bound by spiral, plastic combs, or similar methods, are to be handled in accordance with the instructions furnished with the print order.

END PAPERS: End papers must be sewn on with the first and last sections in each volume.

End papers shall consist of three functional parts: a pasted-down or outward end-leaf which becomes the cover lining; at least one free fly-leaf; and reinforcing fabric. The grain (machine direction) of the paper must be parallel to the spine.

The following three types of end papers shall be acceptable:

- (1) Three leaf; single reinforcement; invisible joint; with the inward fly-leaf not pasted to the middle leaf.
- (2) Three-leaf; single reinforcement; visible joint, with the inward fly-leaf not pasted to the middle leaf.
- (3) Four-leaf; double reinforcement; visible joint; with the two middle leaves pasted together forming a single leaf.

The construction of end papers shall be such that the sewing will go through the reinforcing fabric the same as through the sections of the book.

End papers for heavy, bulky, or large periodical volumes shall receive reinforcement in accordance with their special needs.

SEWING: Materials having adequate margins shall be over-sewed (by machine or by hand) with thread; over-sewing shall extend in no more than 3/16" from bind edge and no closer than 3/8" from top and bottom edges after trimming. Smyth cleat sewing is not acceptable.

Materials having insufficient margins or requiring pages to lie flat when volume is opened, are to be sewed through the back-fold, if applicable. When such sewing is used each section must be sewed on to three or more tapes or cords (as applicable to the length of the bind edge) with linen thread.

Trimming: All volumes shall be trimmed to sample or dummy size, as per instructions; otherwise as slightly as possible.

Edges: Edges shall be left plain.

Gluing, Rounding, Backing and Lining: The backs of volumes are to be glued (with an approved flexible glue), well rounded, and backed, and lined with an approved Canton flannel or equal. The flannel must extend to within 1/2" of the head and foot of the volume and approximately 1-1/2" onto each end paper.

Heavy and large volumes shall be reinforced with tough back lining paper glued to the fabric lining.

Covers:

- a. The covers shall be made of heavyweight pyroxylin-impregnated buckram over binder's board (the grain of which must run parallel to the binding edge), with uniform squares. The thickness of the board must be suited to the size and weight of the volume.

- b. The cover material must be turned in sufficiently to insure good adherence (normally 5/8" is sufficient). All materials must conform to the standards set forth in "Specifications and Standards of Materials Furnished" hereinafter.

Inlays: All covers shall have an inlay of flexible paper, with the grain running lengthwise of the inlay, and securely attached to the inside of the backbone of the cover. The paper shall be cut at least the same length as the cover boards, and its width must cover the back of the volume after it has been rounded and backed. Inlay paper shall be not less than .012", nor more than .030" thickness.

Casing-In: Volumes shall be cased-in with glycol paste, polyvinyl resin, or equal, non-warp adhesive. Volumes shall be pressed until thoroughly dry. The method of pressing shall be at the contractor's option. Volumes shall be cased-in in a manner which will assure a good workmanlike end product.

Lettering:

- a. Lettering shall be done after proper sizing, in type of a size appropriate to the volume, in style and position as instructed.
- b. Approved colored foils or inks may be used. When gold is specified, contractor must use imitation gold (equivalent to Kurz Hastings' 418 or All Purpose Roll Leaf Corporation's SG-14) deeply impressed to insure long adherence to the cover.
- c. Lettering shall generally consist of 7 lines on the spine, including call number. For the front cover lettering, and lettering in excess of 7 lines on the spine, charges will be allowed under "ADDITIONAL MATERIAL AND SERVICES", in the "SCHEDULE OF PRICES" hereinafter.
- d. When volumes are too narrow to imprint lettering across the spine, lettering must be stamped so that spine reads down (top to bottom), with the base of the lettering towards the back cover of the volume.
- e. Contractors shall keep the necessary records by which the uniformity of sets may be maintained.

Unless specified, no volumes shall be sprayed or treated with a protective material over the lettering.

ADDITIONAL REQUIREMENTS: The following additional requirements are applicable only when so specified on the print order, binding instructions, or otherwise.

Binding Stubs: Stubs shall be inserted in appropriate places when binding an incomplete volume, for example, when the title page, table of contents, or index cannot be supplied at time of binding, stubs are to be inserted in the volume so that sections may be added when they become available.

When publications of various sizes are to be bound in one volume, full stubs shall be inserted on the small publication at top of the volume to fill out the back completely on the binding side.

SPECIFICATIONS AND STANDARDS OF MATERIALS FURNISHED

SPECIFICATIONS AND STANDARDS: All of the materials furnished by the contractor must be in accordance with the following:

Nonconformance with the specifications and standards for all materials referenced throughout these contracts may be cause for the Government to rebind in accordance with the specifications, and charge all costs thereof to the contractor.

Thread: The thread used for machine over-sewing must be equal to the standards recommended by the machine manufacturer. Thread used for hand sewing must be linen.

Boards: A good grade of No. 1 quality binders board or news-board, as ordered, in accordance with the following specifications:

Binders Board: Thickness must be adapted to the size and weight of the volume; must be between 0.060" to .205".

News-board: Thickness must be approximately .020".

Fabric for Covers: Buckram or cloth, as ordered, in accordance with the following:

Buckram: Must be pyroxylin impregnated, and in conformance with the Department of Commerce Product Standard PS9-68, Group "F" (heavyweight).

Cloth: Must be pyroxylin impregnated, and in conformance with the Department of Commerce Product Standard PS9-68, Group "A" (heavyweight).

Back-Lining Material: Back-lining material must be Canton flannel, or equal, napped on one side.

Reinforcing Fabric: The reinforcing fabric for end papers of most periodicals must be of muslin, or equal, material.

The reinforcing fabric for end papers of some periodicals must be lightweight buckram, or equal, material.

End Papers: End paper must be a good commercial grade of plain White MF Book End Paper, basis 25 x 38" - 160 lbs. per 1,000 sheets.

Adhesives: Adhesives used for the backs must be a high-grade, flexible adhesive, either animal or polyvinyl resin.

Paste: Paste used for casing-in must be glycol polyvinyl resin, or an equal non-warp paste.

Colored Foils or Inks: A good commercial grade may be used when so specified on the print order, binding instructions, or otherwise.

Reproduce shipping container label from furnished repro, fill in appropriate blanks and attach to shipping containers.

GPO CONTRACT TERMS: Any contract which results from this Invitation for Bid will be subject to the applicable provisions, clauses, and supplemental specifications of GPO Contract Terms (GPO Pub. 310.2, effective December 1, 1987 (Rev. 9-88)) and GPO Contract Terms, Quality Assurance Through Attributes Program (GPO Pub. 310.1, effective May 1979 (revised April 1996)), and ANSI Standard, Sampling Procedures and Tables for Inspection by Attributes, ANSI/ASQC Z1.4. Standards referenced in the contract are those that are current at the time of the contract solicitation.

ORDERING: Items to be furnished under the contract shall be ordered by the issuance of print orders by the Government. Orders may be issued under the contract from December 1, 2001 through November 30, 2002. All print orders issued hereunder are subject to the terms and conditions of the contract. The contract shall control in the event of conflict with any print order. A print order shall be "issued" for purposes of the contract, when it is either deposited in the U.S. Postal Service mail or otherwise furnished to the contractor in conformance with the schedule.

EXTENSION OF CONTRACT TERM: At the request of the Government, the term of any contract resulting from this solicitation may be extended for such period of time as may be mutually agreeable to the GPO and the contractor.

ASSIGNMENT OF JACKETS, PURCHASE AND PRINT ORDERS: A GPO jacket number will be assigned and a purchase order issued to the contractor to cover work performed. The purchase order will be supplemented by an individual "print order" for each job placed with the contractor. The print order, when issued, will indicate the quantity to be produced and any other information pertinent to the particular order.

PREAWARD SURVEY: In order to determine the responsibility of the prime contractor or any subcontractor, the Government reserves the right to conduct an on-site pre-award survey at the contractor's/subcontractor's facility or to require other evidence of technical, production, managerial, financial, and similar abilities to perform, prior to the award of a contract.

PACKING: Shipping containers shall have a minimum bursting strength of 1 800 kPa (275 pounds per square inch) or a minimum edge crush test (ECT) of 7 700 N per m width (44 pounds per inch width).

DISTRIBUTION: Deliver f.o.b. destination to National Climatic Data Center, Federal Building - Library, 37 Battery Park Ave, Asheville, NC 28801, Attn: John Davis. Approximately 80 percent of the orders will be picked up from and delivered to: U.S. Department of Commerce/NOAA, Geophysical Fluid Dynamics Laboratory, Forrestal Campus, Route 1, Princeton, NJ 08542 Attn: Gail T. Haller.
All expenses incidental to picking up and returning materials must be borne by the contractor.

SCHEDULE: Adherence to this schedule must be maintained. Contractor must not start production of any job prior to receipt of the individual print order.

No definite schedule for pickup of material can be predetermined.

The following schedule begins the workday after notification of the availability of print order and furnished material.

Furnished material must be picked up from and delivered to address listed under DISTRIBUTION.

Orders must be completed and delivered within 30 calendar days after the date furnished material and print order are available for pickup.

All deliveries and pick-up should be made between the hours of 8:00 a.m. and 3:30 p.m.

Unscheduled material such as shipping documents, receipts or instructions, delivery lists, labels, etc., will be furnished with the order or shortly thereafter. In the event such information is not received in due time, the contractor will not be relieved of any responsibility in meeting the shipping schedule because of failure to request such information.

PAYMENT: Submit all vouchers to: Comptroller, Stop FMCE, Office of Financial Management, U.S. Government Printing Office, Washington, D.C. 20401.

DETERMINATION OF AWARD

The Government will determine the lowest bid by applying the prices quoted in the "Schedule of Prices" to the following units of production which are the estimated requirements to produce one year's orders under this contract. These units do not constitute, nor are they to be construed as, a guarantee of the volume of work which may be ordered under this contract for a like number of orders.

The following item designations correspond to those listed in the "Schedule of Prices".

- I. (a) 135
- (b) 5

- II. (a) 2
- (b) 2
- (c) (1) 320
- (2) 5

TO SUBMIT AN OFFER, THE CONTRACTOR IS REQUIRED TO COMPLETE PAGES 6 AND 7 IN IT'S ENTIRETY AND FAX NLT: 11AM, NOV 8, 2001, FAX NO. (757) 873-2805, ATTN: ROBERT MANN.

SCHEDULE OF PRICES

Bids offered are f.o.b. destination.

Prices must include the cost of all required materials and operations for each item listed in accordance with these specifications.

Bidder must make an entry in each of the spaces provided. Bids submitted with any obliteration, revision, or alteration of the order and manner of submitting bids, may be declared non-responsive.

An entry of NC (No Charge) shall be entered if bidder intends to furnish individual items at no charge to the Government.

Bids submitted with NB (No Bid) or blank spaces for an item will be declared non-responsive.

The Contracting Officer reserves the right to reject any offer that contains prices for individual items of production (whether or not such items are included in the Determination of Award) that are inconsistent or unrealistic in regard to other prices in the same offer or to GPO prices for the same operation if such action would be in the best interest of the Government.

I. LIBRARY BINDING: The prices quoted must be all-inclusive for the binding and/or rebinding of periodicals and must include the cost of all materials and services required for picking up volumes (including shipping containers and packing therein), binding, packing, and delivery, in accordance with these specifications. Periodical Volumes (up to 2-1/2" in thickness)

Note: Prices quoted for item I(a) and (b) must include lettering up to 7 lines on the spine. Additional lines on the spine and lettering on the front cover are to be charged under item II(c).

- (a) Up to and including 10" in height per volume \$ _____
- (b) Over 10", up to and including 16" in height per volume \$ _____

II. ADDITIONAL MATERIALS AND SERVICES: The prices quoted for each of the following items must be all-inclusive for the performance of special operations, for certain orders, that are additional to those specified under item I, and must include the cost of all required materials and services necessary, in accordance with these specifications.

- (a) Periodicals volumes over 2-1/2" in thickness per add'l 1/2-inch \$ _____
- (b) Binding stubs: Up to and including 16" in length per 1/4" thick stub \$ _____
- (c) Additional lettering:
 - (1) Additional lines (over seven) per line \$ _____
 - (2) Front cover lettering per line \$ _____

The contractor is cautioned that he/she shall not perform any operation or produce any product for which he/she has not quoted a price under the "Schedule of Prices".

Initials

BIDDERS NAME AND SIGNATURE: Fill out and return three copies of all pages in "Section 4.- Schedule of Prices" relating to the category or categories for which bids are submitted, initial or sign each in the space provided and submit with the original and duplicate copies (parts 1 and 2) of GPO Form 910, "Bid." Do not enter bid prices on GPO Form 910. NOTE: The schedule of prices will prevail in instances where prices are inadvertently entered on GPO Form 910.

Bidder _____

_____ (Company Name)

_____ (Street) (City - State)

(Contractor's Code) (Discount - Percentage/Days)

By _____

_____ (Signature and title of person authorized to sign this bid)

(Person to be contacted) (Telephone Number) (Fax Number)

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